

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: October 5, 2015
CC: All Departments



2016 Budget Worksheets Due by October 9th **Please Submit Articles for the 2015 Fall Newsletter to Alison by October 19th**

Town Administrator: I attended the annual ICMA conference Sunday through Wednesday in Seattle WA. Attended the Select Board meeting on Thursday evening. I successfully completed a return to work agreement with Town Planner Bruce Woodruff. I'm pleased to report Bruce will be returning to "work at home status" on Monday October 5th. Hope and I worked on preparing the invitations to the Convention of Committees and Select Board member Paul has approved the invitation letter that will be sent out on October 5th to all boards and committees. During the meeting on October 1st, the Selectmen revised their meeting schedule to the 1st, 2nd, and 3rd Thursday of the month, Work Sessions on the 4th Thursday, and the 5th Thursday is reserved for a meeting if needed.

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Wednesday's storm brought 4.64" of rain and gusting winds. The crew chased downed limbs and trees all over Town. Culverts and stone dams were checked during and after the storm and cleared when needed. All in all the roads held up nicely during this the storm with very few washouts. Truck #8 had new tires installed and the WMF skid steer's tires were picked up from the vendor. Several pieces of equipment have been in for repair and Town vehicles have had the yearly inspection process. The Pathway project (phase 2- repair segment) began with the DPW crew and a local contractor who brought in their 2 excavators, roller and a 10 wheeler dump to assist. During the rain the DPW utilized 4 trucks to haul 2" stone to the Highway Garage to be stock piled for use on the Lee and Ossipee Mountain Road projects. The trucks back hauled asphalt back to the aggregate vendor for crushing. Later in the week DPW trucks hauled the stone to Lee and Ossipee Mountain Road projects as needed to be spread on the asphalt to be reclaimed for improving the road base. On Thursday and Friday the paving contractor reclaimed the asphalt on Lee Road (3500'), Ossipee Mountain Road (2800') and Randall Road (1500'). Agent Kinmond picked up the Milfoil trailer and dumped it at the Community Garden composting pile, and returned it to Highway Garage for the season. Agent Kinmond wrote a staff report on the Single Stream Recycling Committee's recommendation and submitted it to the Town Administrator for review. Winter salt was ordered (120 tons) from the state contract vendor, and the 3rd quarter culvert maintainer report submitted to NHDES. WMF's skid steer battery was replaced after a no start report by the facility. Agent Kinmond and

Office Assistant Hoyt attended NHHSEM WebEOC training at the PSB, and Agent Kinmond and Finance Director Davis attended the Health Trust seminar on health insurance and the impact of the Affordable Healthcare Act and Cadillac Tax. On Monday (10/5) Agent Kinmond will hold pre-con for the Shaker Jerry Culvert replacement (scheduled for 10/17-10/18) which will entail a road closure and detour. The annual Winter Maintenance Contractors meeting will be held on October 5th at Town Hall at 9 a.m. Base paving of Lee and Ossipee Mountain, and Randall Roads is scheduled for Monday and Tuesday.

Facility & Grounds Division: The Playground area was cut and trimmed, tennis and pickle ball courts were cleaned off and trash removed. All buildings were checked for custodial stock, trash and recyclables. Mower 3 was delivered to Richter's Repair due to not starting, despite changing the fuse and PTO switch. The remaining mowers were serviced and cleaned. Agent Kinmond reset the PSB parking lot timers for the shortened daylight. Agent Kinmond met with a Warranty Claim Representative (corporate Office, TX) and the local installer regarding the warranty claim on the Town Hall VCT flooring. After review and negotiations, the manufacturer will replace the VCT flooring with an upgraded vinyl (VET), and cover all expenses related to the removal and reinstallation of the new floor. Over the weekend American Flags at Town Hall and Lions Club were removed from service due to damage. On Monday, (10/5) Mike Kepple, Facilities Team Leader will begin his duties, with department orientation, and facilities tours, work order software training, and review of project lists.

WMF Division: Co-Manager Filpula reported that they shipped a load of baled cardboard, and are still waiting to ship a load of mixed aluminum and steel can bales. They will be shipping MSW & C&D this week, and will be coordinating a shipment of electronics. Co-Manager Filpula coordinated the off-season schedule with part-time and intermittent staffers. He would also like to remind committee members of a JLMC meeting this Tuesday at 10 a.m. at the PSB.

Moultonborough Police Department: The Moultonborough Police Department recorded 417 log entries, which included the following calls for service, 10 motor vehicle stops, 13 assists to Fire/EMS, 1 Directed Patrol, 2 arrests, 2 complaints, 5 MV Accidents, 5 MV Complaints, 5 residential alarms, 3 commercial alarms and 3 K-9 complaints

Training: Sept. 30th, Sgt. Boucher and MPO Beaulieu attended Landlord, Tenants and Police Responses.

Moultonborough Fire Department: Year to date there has been 686 calls for emergency service. For the period of 9/25/15 to 10/01/15 there were 25 calls for service: (13) Medical Emergencies, (1) Excessive Heat with no Ignition Call, (1) Power Line Call, (2) Arcing, Shorted Electrical Equipment Call, (2) Unauthorized Burning Calls, (1) Authorized Controlled Burning Call, (3) Good Intent Calls, and (2) False Fire Alarms. MFR received automatic aid for 3 calls from Center Harbor and on 1 call from NH Fish and Game Department.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:03 minutes

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:54 min.

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:20 minutes

Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

Operations: On 9/28, Chief Bengtson, Deputy Chief Buckler and Clerk Smith attended a grant writing workshop at the Meredith Fire Station. The workshop was put on by FEMA and provided information on the requirements for writing a qualified grant application for the Assistance to Firefighters grant program. 9/29, Paul Raymond of NH Homeland Security & Emergency Management put on a WebEOC class for local emergency management personnel. WebEOC is a web-based program used by NH HSEM to allow communities to share information and request resources during declared emergency events. Chief Bengtson, Deputy Chief Buckler, Road Agent/Deputy EMD Kinmond and DPW clerk Angela Hoyt attended. Emergency Management personnel from Sandwich, Tamworth and Tuftonboro also attended. 10/1, Chief Bengtson attended the Safe Schools meeting at the SAU 45 offices.

The department also provided the following services and assistance: 1 AED service, 1 Insurance Information Request, 2 Public Service Requests, 1 Oil Burner Permit, 1 Rental Property Fire Safety Inspection, 1 Fire permit, 3 Requests for Information.

Office of Development Services Planning:

Town Planner: Nothing to report this week.

Code & Health Office: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Last week, the King Arthur Flour and Quechee, VT trip went well, with perfect weather. The 41 participants enjoyed the adventure. Youth Soccer and Volleyball are in full swing and going well. Both programs will be off this coming Saturday, due to the holiday weekend. Registrations for the Gym Days program, running Tuesdays and Thursdays after school are still coming in. Next week, MRD and the Varsity MA Volleyball team will host Youth Sport Night on Tuesday, October 13. The Carroll County Soccer team will compete in the Mt. Washington Valley Cup Tournament at Kennett Middle School on Saturday, October 17. The Annual Halloween Party is scheduled for October 30, at MCS from 5-7 p.m.

Important Dates to Remember

Board of Selectmen's Meeting, October 8, 2015, 7 PM

Columbus Day, All Non-Essential Departments are Closed, October 12, 2015

Board of Selectmen's Meeting, October 15, 2015, 7 PM

Cancelled Board of Selectmen's Meeting, October 22, 2015, 7 PM

Convention of Committee, October 22, 2015, 5:30 PM

Board of Selectmen's Work Session, October 29, 2015 4 PM

Staff Meeting, Tuesday - October 6, 2015, 9 AM